

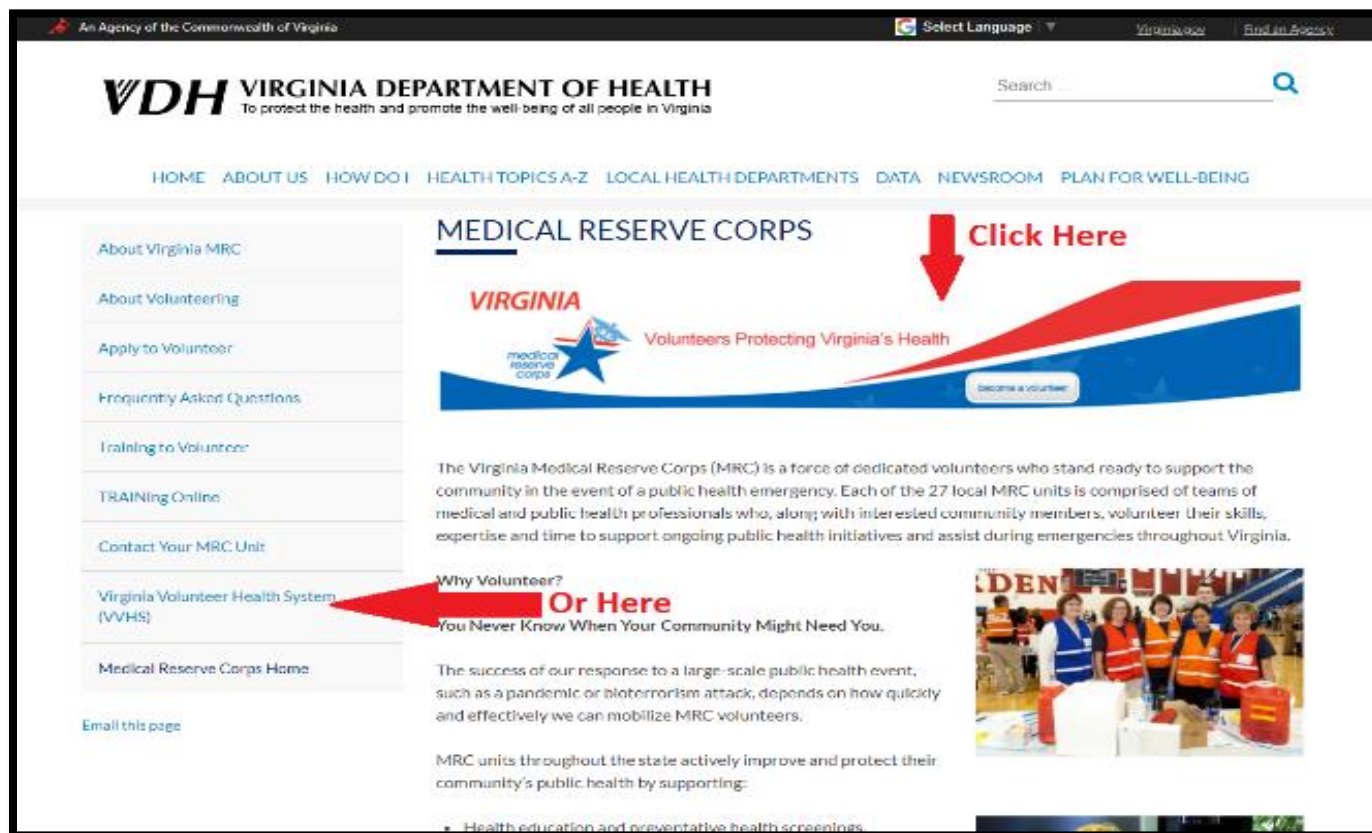
APPENDIX D — USING THE VIRGINIA VOLUNTEER HEALTH SYSTEM (VVHS)

When you signed up to become a member of the **Central Shenandoah**, **Lord Fairfax**, or **Thomas Jefferson Medical Reserve Corps**, you likely did so by creating an online account and completing profile information through the Virginia Volunteer Health System (VVHS) (<https://vamrc.org/vvhs>). VVHS is a web-based system, administered by VDH, used to register, credential, track, and communicate with volunteers interested in assisting with health-related activities during emergencies.

VVHS corresponds to the national ESAR-VHP program (<https://www.phe.gov/esarvhp/>) for registration of volunteer health professionals for emergency and disaster response. It is important to keep your contact information and details about any professional licensure you hold up to date in VVHS. The following is a step-by-step guide to creating and maintaining your VVHS profile.

STEP 1: LOCATING VVHS

1. In order to access VVHS, Go to <http://vamrc.org>, then click "VA Volunteer Health System (VVHS)" or click the large banner under "MEDICAL RESERVE CORPS"



2. Alternatively, you can go to www.vamrc.org/vvhs. Enter your userID and password and click "Sign In." If you haven't registered yet, click the blue button on the left side of the page that says "Register as a New Volunteer." If you already have a VVHS account, you can skip to step 20.

VIRGINIA
medical reserve corps

Welcome To The Virginia Volunteer Health System

Home Volunteer FAQs Contact Us

Welcome

The Virginia Volunteer Health System (VVHS) is a web-based information, alerting and credentialing system used by local Medical Reserve Corps Coordinators and health districts for the management of medical and support volunteers who desire to support public health emergencies and daily public health activities in Virginia.

Register as a New Volunteer

Click here to begin an MRC application if you have not already done so

Please sign in if you are an existing member or returning to complete your volunteer application.

Please Sign In

Username **Type User ID Here**

Password **Type Password Here**

Sign in

STEP 2: COMPLETING AN MRC VOLUNTEER APPLICATION ON VVHS

1. Prospective volunteers are required to create an account that will be used to co-manage their volunteer information using the screens below:

Volunteer Registration - Create Account

1 Create Account 2 Contact Information 3 Credentials 4 Additional Information 5 Submit

Get Started

I understand that the accuracy of the information I provide is critical. Should the information I provide change, I pledge that I will update my profile as quickly as possible to ensure the Virginia Medical Reserve Corps volunteer database is current.

All information submitted will be kept confidential and only used by the Medical Reserve Corps and Virginia Department of Health for the purpose of my role as a volunteer.

If I am unable to complete the entire registration process at this time, I can save my work and return later. Incomplete registration forms remain available for 14 days.

☒ I Agree to Continue

Create an Account

* Name: optional Suffix

* First Middle Last

* Date of Birth:

* Email: If you do not have an Email account, please enter: vvhs.alerts@shrevision.com

Your username can not be changed in the future.

* Select a user name:

You password must be at least 8 characters long and contain at least one lower case letter, upper case letter, and digit or special character.

* Password:

* Confirm Password:

The following security question will help us verify your identity should you forget your password.

* Security Question: Please Choose Your Question

* Answer:

or

2. You will be prompted to fill in personal contact and identity/demographic information. Items marked with an asterisk are required, although some answer choices, such as "race," may have an option for "unspecified" or "unstated." That said, having information that accurately matches the information on your identification, such as your driver's license, is important for us to verify your identity and complete your mandatory background check.

Personal Information

Edit

* Name:

Bella

Elaine

Freeland

▼

* First

Middle

* Last

Suffix

Maiden Name:

* Date of Birth:

01/05/1990

* What district would you like to serve?

Southwest

▼

What localities would you like to serve?

Bland County

Carroll County

City of Bristol

City of Norton

Grayson County

Lee County

Russell County

Scott County

Buchanan County

City of Galax

Dickenson County

select all

deselect all

* Primary Email:

If you do not have an Email account, please enter:

vvhs.alerts@sitevision.com

Secondary Email:

* Race: Caucasian or White

Photo (headshot) (Optional) Upload a headshot similar to a passport photo to be used for your identification badge.

Select image

* Mailing Address

Address 1
address line 1

* Home Address

Address 1
address line 1

☐ Same as Mailing Address

Tip: if you have a portrait/headshot photo that you can upload ahead of time, it will be easier to provide you with a badge at your orientation. Once you complete your profile you won't be able to add a new photo yourself.

- The next section will ask about your employment status, references (if any), licenses, certifications and languages in the credential section.

Employer Reference

* Current Job Status: Full Time

* Employer / Reference / School Name: Obici Hospital

* Primary Occupation: Registered Nurse

Specialty Area/Field of Study

* Do you currently work as a licensed healthcare professional in a hospital? ☒ Yes ☐ No ☐ N/A

* Hospital Location: Virginia

* Hospital Name: Sentara Obici

4. For instance, current practicing medical professionals who are hospital employees and/or have hospital privileges are more likely to be placed on a medical support team than volunteers who have an out of state license and are not currently employed. However, both types have an equal chance of being accepted and utilized as MRC volunteers in some capacity — provided they fill in this information accurately.

Volunteer Registration - Credentials

1 Create Account 2 Contact Information 3 Credentials 4 Additional Information 5 Submit

Employer Reference

* Current Job Status:

License & Certification

Copies of license and certifications must be provided to the MRC unit coordinator.

Credential Type	License Number	State	Issuing Organization	Expiration
<input type="text" value="Drivers License"/>	<input type="text"/>	<input type="text" value="VA"/>	<input type="text" value="DMV"/>	<input type="text" value="mm/dd/yyyy"/>
<input type="text" value="Healthcare License"/>	<input type="text"/>	<input type="text" value="VA"/>	<input type="text" value="Please Choose"/>	<input type="text" value="mm/dd/yyyy"/>

[Add Credential](#)

Please enter your current CPR & Life Support certifications.

Certification Type	Issuing Organization	Expiration
<input type="text" value="Please Choose"/>	<input type="text" value="Please Choose"/>	<input type="text" value="mm/dd/yyyy"/>
<input type="text" value="Please Choose"/>	<input type="text" value="Please Choose"/>	<input type="text" value="mm/dd/yyyy"/>

[Add Certification](#)

License & Certification

[Edit](#) [DHP License Check](#)

Credential Type	License Number	State	Issuing Organization	Expiration
<input type="text" value="Drivers License"/>	<input type="text" value="85941867949"/>	<input type="text" value="VA"/>	<input type="text" value="DMV"/>	<input type="text" value="06/01/2019"/>
<input checked="" type="checkbox"/> Verified Comments	<input type="text" value="Reviewed at Orientation"/>			
<input type="text" value="Healthcare License"/>	<input type="text" value="1563481564"/>	<input type="text" value="VA"/>	<input type="text" value="Virginia Department of Health Professions"/>	<input type="text" value="12/01/2019"/>
<input type="checkbox"/> Verified Comments	<input type="text"/>			

[Add Credential](#)

Please enter your current CPR & Life Support certifications.

Certification Type	Issuing Organization	Expiration
<input type="text" value="HeartSaver CPR"/>	<input type="text" value="American Red Cross"/>	<input type="text" value="01/01/2016"/>
<input checked="" type="checkbox"/> Verified Comments	<input type="text" value="copy on file"/>	
<input type="text" value="Please Choose"/>	<input type="text" value="Please Choose"/>	<input type="text" value="mm/dd/yyyy"/>
<input type="checkbox"/> Verified Comments	<input type="text"/>	

[Add Certification](#)

[Save](#)

*Tip: please **log in** to VVHS to update your licenses and certifications (such as CPR, etc.) whenever you renew. The system will not be able to do it for you, and the MRC Coordinator cannot manage license and certification renewals for all MRC volunteers over email.*

5. The “Additional Information” section provides information at the volunteer’s interests and other qualifications, including out of state licenses and affiliations with other organizations such as the National Disaster Medical System (NDMS).

Volunteer Registration - Additional Information

1 Create Account 2 Contact Information 3 Credentials 4 Additional Information 5 Submit

Additional Information

* Are you at least 18 years old or have a parent's permission to volunteer? ☒ Yes ☐ No

* Are you at medically fit and eligible to work or volunteer in the United States? ☐ Yes ☒ No

* Do you have an unencumbered valid VA Medical License? ☐ Yes ☒ No ☐ N/A

* Are you a Physician licensed to practice/perform in any other state? ☒ Yes ☐ No

* Other License State:

* Medical School:

* Graduation Date:

Select any volunteer organizations in Virginia that you have volunteered with:

[Remove](#)

[Remove](#)

[Remove](#)

[Remove](#)

[Add Organization](#)

Are you currently registered with any other MRC units? ☒ Yes ☐ No

256 characters remaining

* Have you ever been convicted of any violation(s) of the law, including moving traffic violations? ☒ Yes ☐ No

Convictions include Virginia juvenile adjudications for Capital Murder, First and Second Degree Murder, or Aggravated Malicious Wounding, if you were age fourteen (14) to eighteen (18) when charged. A conviction does not automatically disqualify you from all volunteer opportunities. A conviction will be judged on its own merits with respect to time, circumstances, seriousness, and the extent to which it is related to the positions within the MRC volunteer program in which you wish to serve.

* Date

* Level

* Type

Convictions Description:

* Are you willing to volunteer in the event of a public health emergency/disaster? ☒ Yes ☐ No

* Would you be willing to volunteer Statewide? ☒ Yes ☐ No

* Would you be willing to volunteer Nationally? ☒ Yes ☐ No

* How did you learn about the MRC?:

Additional Information:

[Next Step >](#) or [Save and continue later](#)

* Are you at least 18 years old or have a parent's permission to volunteer? ☒ Yes ☐ No

* Are you at medically fit and eligible to work or volunteer in the United States? ☐ Yes ☒ No

* Do you have an unencumbered valid VA Medical License? ☐ Yes ☒ No ☐ N/A

* Are you a Physician licensed to practice/perform in any other state? ☒ Yes ☐ No

* Other License State:

* Medical School:

* Graduation Date:

Select any volunteer organizations in Virginia that you have volunteered with:

[Add Organization](#)

Are you currently registered with any other MRC units? ☐ Yes ☒ No

* Have you ever been convicted of any violation(s) of the law, including moving traffic violations? ☐ Yes ☒ No
Convictions include Virginia juvenile adjudications for Capital Murder, First and Second Degree Murder, or Aggravated Malicious Wounding, if you were age fourteen (14) to eighteen (18) when charged. A conviction does not automatically disqualify you from all volunteer opportunities. A conviction will be judged on its own merits with respect to time, circumstances, seriousness, and the extent to which it is related to the positions within the MRC volunteer program in which you wish to serve.

* Are you willing to volunteer in the event of a public health emergency/disaster? ☐ Yes ☒ No

* Would you be willing to volunteer Statewide? ☐ Yes ☒ No

* Would you be willing to volunteer Nationally? ☐ Yes ☒ No

* How did you learn about the MRC?:

Additional Information:

[Next Step >](#) or [Save and continue later](#)

6. Complete the Acknowledge & Submit for Approval section by checking all boxes.

Volunteer Registration - Submit

1 Create Account 2 Contact Information 3 Credentials 4 Additional Information 5 Submit

Acknowledge and Submit for Approval

☒ I acknowledge that I have read [HIPAA and MRC Volunteer Liability Act](#) and understand the information. I realize that there are civil and criminal penalties for the unauthorized use and disclosure of PHI. I will abide by the volunteer policies and guidelines when performing my duties as a Medical Reserve Corps volunteer for the VDH.

* Hipaa Signed Date: 11/09/2015

* Liability Signed Date: 11/09/2015

☒ I consent to the use of MRC related photographs containing my likeness for any MRC related purpose including public relations and recruitment purposes.

☒ I understand that the Virginia Department of Health will only use my personal information as it directly relates to my role as a volunteer with the Medical Reserve Corps.

☒ I hereby certify that all entries on this registration form are true and complete. I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of my volunteer position in the service of the Commonwealth of Virginia. I understand that all information on this registration is subject to verification and I consent to credential and criminal history background checks. I also consent that you may contact all references listed regarding this registration. I further authorize the Commonwealth to rely upon and use, as it sees fit, any information received from such contacts. Information contained here may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the program coordinator or designee. I also understand that completion of the application does not guarantee that I will be approved as a volunteer.

[Submit for Approval](#) or [Continue later](#)

7. You will then see the Registration Confirmation page.

Volunteer Registration - Thank you!

Registration Received

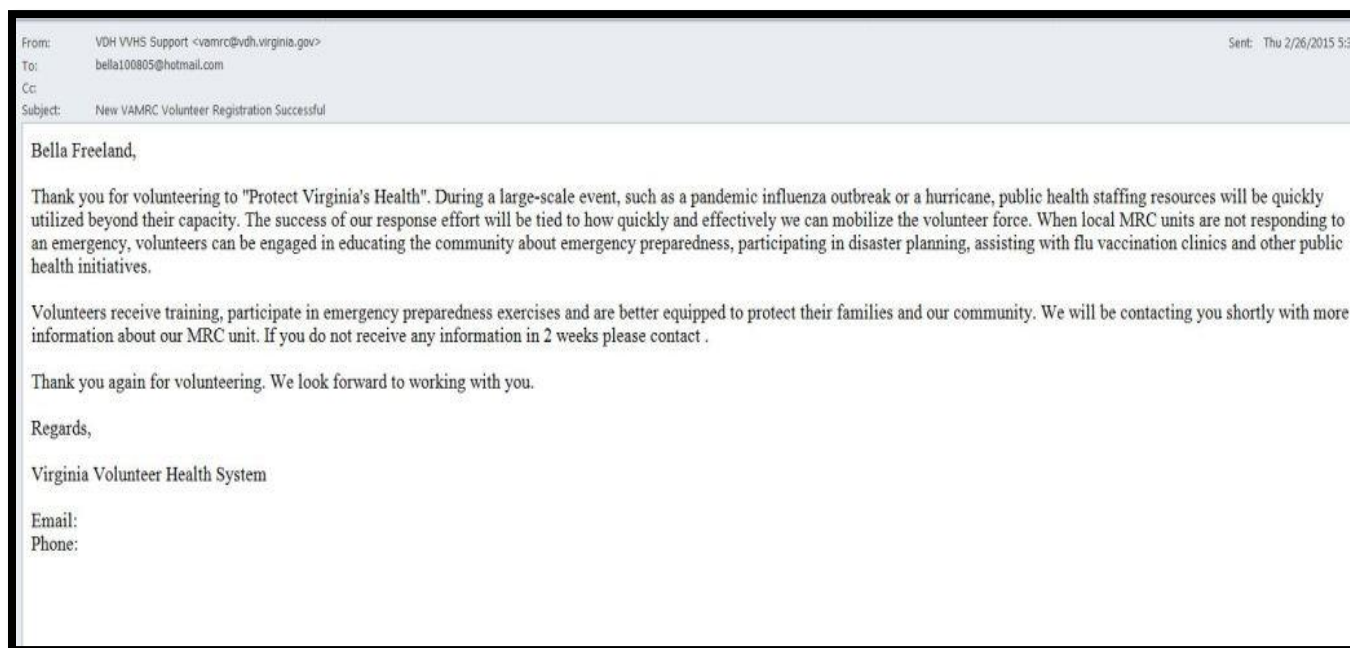
Thank you for taking the time to register within the Virginia Volunteer Health System. We have received your registration and you will be contacted within 5-7 business days. If you have any questions or comments, please [contact us](#).

[View completed registration form.](#)

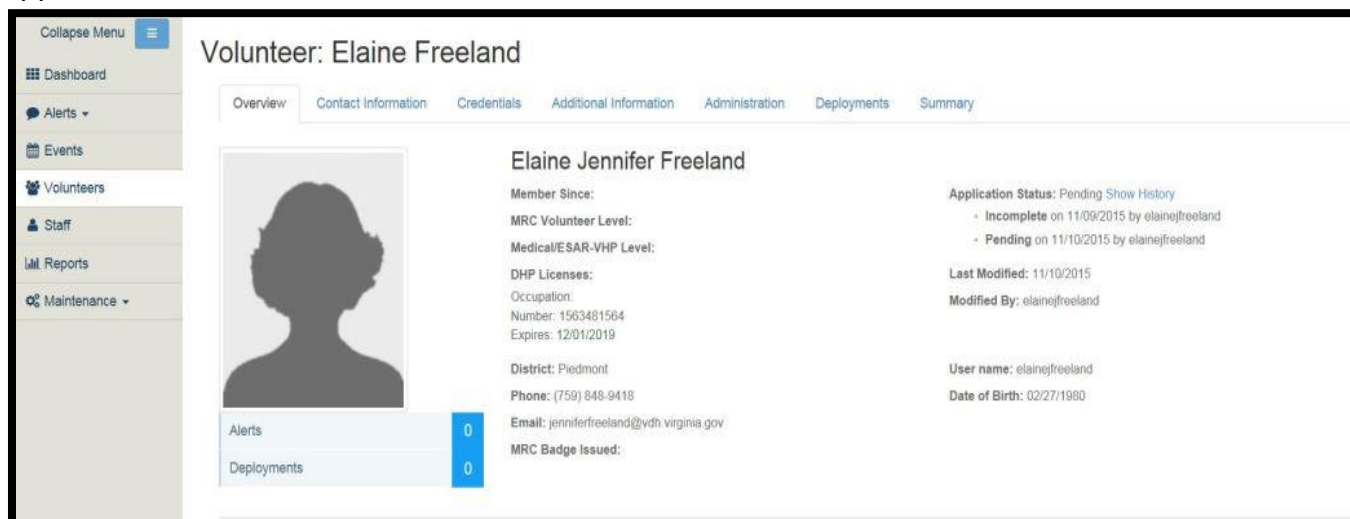
Personal Information

Name:	Elaine Jennifer Freeland
Maiden Name:	Desaulniers
Date of Birth:	02/27/1980
What district would you like to serve?	Piedmont
What localities would you like to serve?	<ul style="list-style-type: none"> • Amelia County • Buckingham County • Charlotte County

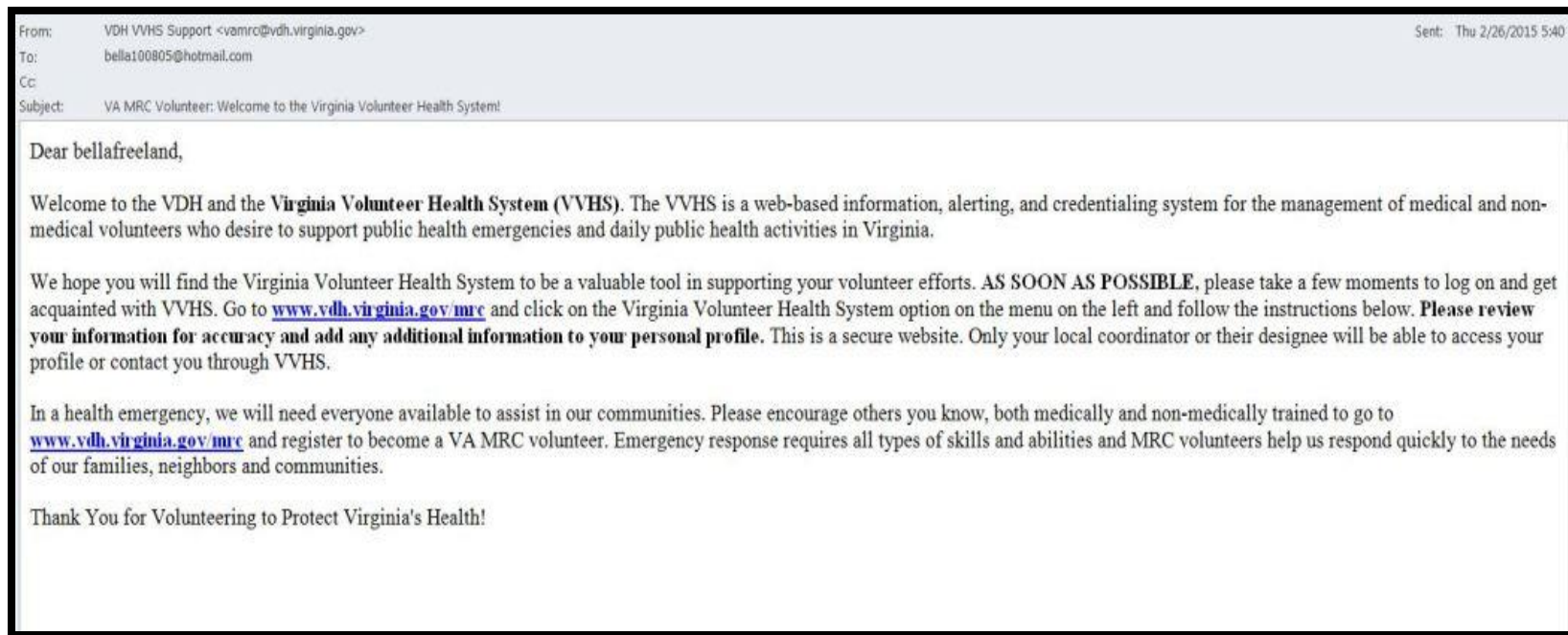
8. Once the application is submitted, VVHS sends you an automated email like the one below:



9. The unit coordinator will then be notified of your application submission and should follow up by reaching out to you via email or phone call. The unit coordinator can change your application status to approved or working until they decide to approve your application.



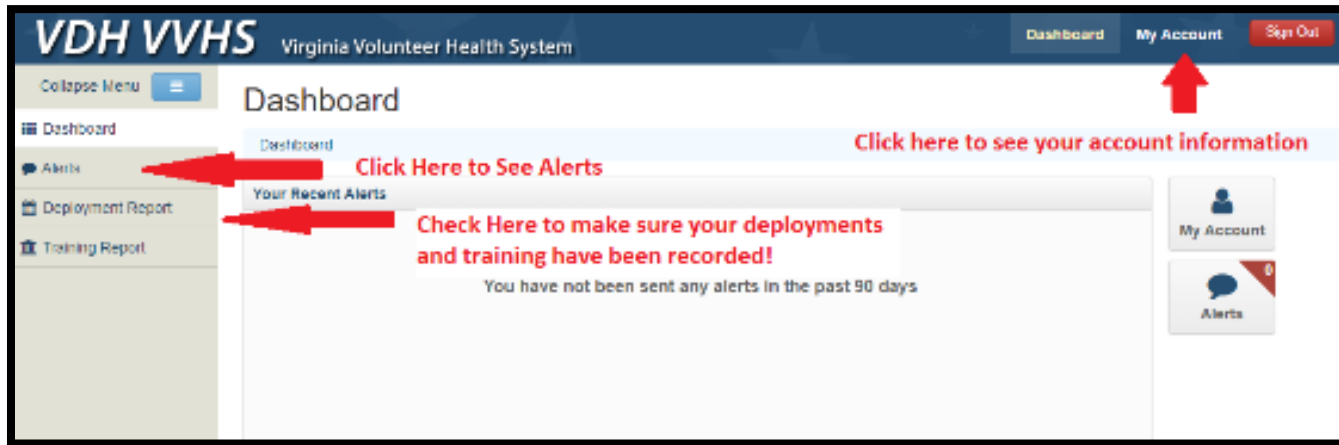
10. Once your application status is changed to APPROVED, you will receive the email below about your VVHS account.



11. Once approved, the MRC unit coordinator will send you communication messages, alerts about upcoming trainings and events, and document all of your volunteer activities. The next section will deal with the information you can access and manage in VVHS.

ACCESSING YOUR VVHS ACCOUNT

1. The Dashboard, or welcome screen, is pictured below. In order to access your account information, click "My Account" in the top right corner of the screen.



2. You are able to view your account information and volunteer activity by clicking on the tabs shown below.



3. In order to update your personal information, click the "Contact Information" tab and click the "edit" button located to the right of the corresponding field.

VDH VVHS Virginia Volunteer Health System

Dashboard My Account Sign Out

Collapse Menu

Dashboard Alerts Deployment Report Training Report

Volunteer: Rooster Coiner

Dashboard > Volunteer List > Rooster Coiner

Overview **Contact Info** Credentials Additional Info Training Deployments Summary

Personal Information

Name: Rooster J Coiner

Maiden Name:

Date of Birth: 08/10/2010

What district would you like to serve? Thomas Jefferson

What localities would you like to serve?

- Albemarle County
- City of Charlottesville
- Fluvanna County
- Greene County
- Louisa County
- Nelson County

Primary Email: christopher.rini@vdh.virginia.gov

Secondary Email:

Gender: M

Race: Not Stated

Photo (headshot):

[Edit](#)

Click here to update your information!

4. In order to update your credentials, click the "Credentials" tab and click the "edit" button located to the right of the corresponding field. Please include your driver's license number and medical license number (if applicable). We use your driver's license number to identify you if you do not have your MRC badge when checking in for assignment. We verify your medical license (if applicable) through the Department of Health Professions.

VDH VVHS Virginia Volunteer Health System

Dashboard My Account Sign Out

Collapse Menu

Dashboard Alerts Deployment Report Training Report

Volunteer: Rooster Coiner

Dashboard > Volunteer List > Rooster Coiner

Overview Contact Info **Credentials** Additional Info Training Deployments Summary

Employer Reference Cancel

* Current Job Status: Full Time

* Employer / Reference / School Name: Cat Mom & Cat Dad's House

* Primary Occupation: Communications Professional

Specialty Area/Field of Study: Meowing

* Do you currently work as a licensed healthcare professional in a hospital? Yes No N/A

* Do you currently work as a licensed healthcare professional in a field other than a hospital? Yes No N/A

Save or Cancel

License & Certification Edit

Licensure

Credential Type	License Number	State	Issuing Organization	Expiration
No credentials on file				

Current CPR & Life Support certifications

Certification Type	Issuing Organization	Expiration
No certifications on file		

5. The MRC Coordinator or their designee will contact you via VVHS e-mail alerts. In order to view event details, click the link within the body of the e-mail.

Alert Sent Via: email
Rooster J Coiner,

Click this link to respond!

We need volunteers to help staff a Point-of-Dispensing site in your area, from 8:00 am to 8:00 pm, this Wednesday through next Saturday.

[Please click here for more information and to indicate your availability for this event.](#)

Thank you for volunteering to protect Virginia's health!

Regards,
Christopher Rini
Virginia Volunteer Health System
Email: northwest@vamrc.org
Phone: (434) 566-7357



6. Once you have clicked the link, you will be able to respond to the alert by selecting your availability on the webpage. You may also have the option to select a shift(s), if several shift options are available.

Alert Confirmation

Alert Details

Sent On: 5/14/2019 at 3:35 PM

Subject: [VVHS] Training: Hospital Coordination Support Team, Thurs, June 20, 8-8PM

SMS Message: Training for Hospital Coordination Logistics Support, Thursday June 20, 8-8 PM. See VVHS Email to RSVP. **hyperlink**

Email Message:

What: The Regional Healthcare Coordination Center (RHCC) for the Northwest Regional Healthcare Coalition (NWRHCC) serves a vital role in coordinating between hospitals and other facilities in our region, in planning and in emergencies, such as determining and sharing bed counts in the event of a facility evacuation.

In the event of an extended disaster response, RHCC staff will need to be working around the clock to ensure effective coordination, and Medical Reserve Corps volunteers trained in using the Incident Command System can play a vital role in supporting this work. Volunteers interested in providing logistical and communications support in a disaster should attend this training.

Training Agenda:

- Review of MRC roles, ICS/NIMS, existing models for RHCC Support Teams
- Relationship between VDH and the Regional Healthcare Coalition
- Virginia Healthcare Alerting & Status System (VHASS) Overview
- Function of RHCC in an emergency/disaster
- Job Action Sheets for MRC volunteers
- Additional training required

When: June 20, 2019 @ 8:00 pm – 8:00 pm

Where: RHCC Headquarters, 8787 Seminole Trail Suite 203, Ruckersville, VA 22988 **hyperlink**

Who: Any MRC volunteers are welcome to attend this training, provided you first complete the IS 100.C and 700.B courses on the volunteer training plan (if you have not already completed ICS and NIMS training). I will provide an overview of the Incident Command System and National Incident Management System to any interested volunteers prior to this training.

How: Select "Attending in person" if you plan to attend this training event. Select "Interested" if you would like to join the RHCC support team, but are unable to attend due to the location or time of the training. I will contact you to follow up and explore other options for you to receive training.

Additional Information: Please let me know if you have questions about this new training opportunity. Also please note that there will be training opportunities for medical volunteers no later than June. A new training calendar is coming soon!

Attachments: RHCC_Support_Logistics_Team_training_flyer_05142019.pdf **attachment**

Category: Training

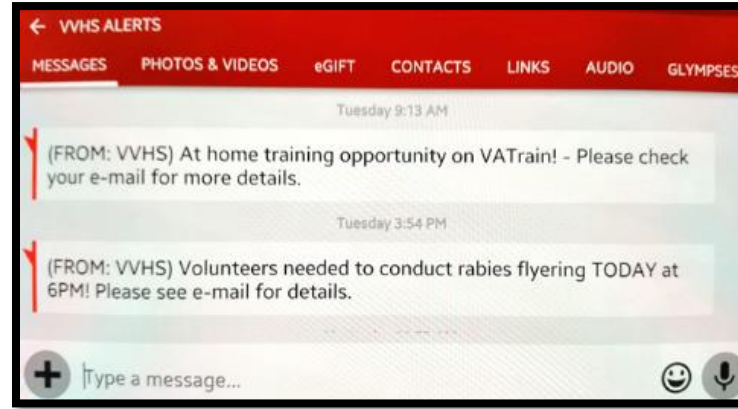
Event Choices **select your response option(s)**

Available	Location	Locality	Date	Time	Roles	Volunteers Needed
<input checked="" type="checkbox"/>	Attending in person		6/20/2019	8:00 PM to 8:00 PM		(Unlimited)
<input type="checkbox"/>	Interested but cannot attend (time/location conflict)		6/20/2019	8:00 PM to 8:00 PM		(Unlimited)

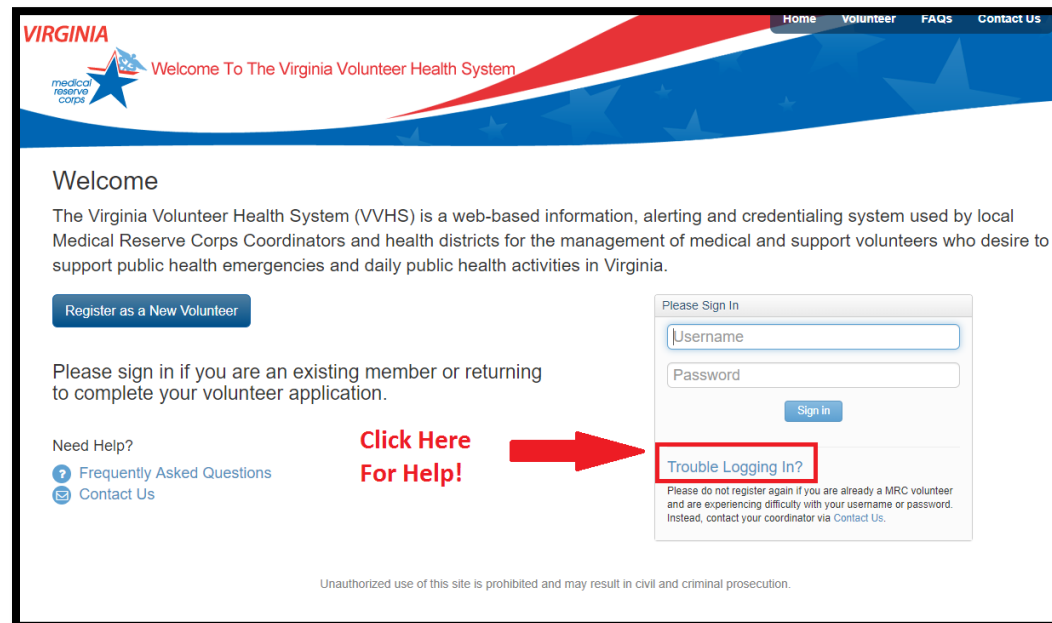
Click here to submit your response and confirm that you are available

7. You may also receive alerts by phone. The phone number for these alerts is **(804) 864-7200**. Save this number as VVHS or MRC Alerts in your contact book. All phone alerts will begin with, "This is a message from the Virginia Volunteer Health System..."

8. You may also receive alerts via text message on your mobile device. Text alerts will prompt you to check your e-mail for details. A text message alert may look like this:



9. In the event that you forget your UserID or password, click the “Trouble Logging In?” button. You may also contact the MRC Coordinator for assistance with your VVHS account.



10. If you wish to deactivate from the MRC or unsubscribe from VVHS, please contact the MRC Coordinator. If you wish to transfer your affiliation to another VA MRC unit or rejoin the MRC later, the MRC Coordinator will make changes to your VVHS profile. If you are temporarily unavailable to volunteer, you can indicate so by checking the temporarily unavailable option in your volunteer profile at the bottom of the “Interests” tab. By doing so, you will no longer receive alert messages from VVHS. When you become available, you can change this option in VVHS or contact the MRC Coordinator.

APPENDIX E — ACCESSING YOUR TRAIN-VA ACCOUNT

The next step toward becoming an active MRC member is to *access your profile on TRAIN Virginia* (<https://va.train.org>). **Important:** As of 2017, all approved MRC volunteers in Virginia **already have a TRAIN-VA profile** that is created automatically when they register in VVHS. TRAIN Virginia is an online learning resource managed by VDH. TRAIN enables you to take online courses to improve your skills and learn more about specific technical areas of public health emergency response. In addition to TRAIN-VA's vast, searchable library of courses, the Northwest VA MRC has its own comprehensive online training plan, which can be located at https://www.train.org/virginia/training_plan/3132. The training plan can be used by any and all members of the Northwest VA MRC unit.

This Appendix will take you through the steps of accessing your TRAIN account.

1. First, to locate your TRAIN account information, log into VVHS and click on "My Account." Click on the Training Tab.

VDH VVHS Virginia Volunteer Health System

Click here to locate your TRAIN User-ID (or see if you have one)

Volunteer: Rooster Coiner

Dashboard > Volunteer List > Rooster Coiner

Overview | Contact Info | Credentials | Additional Info | **Training** | Deployments | Summary

Rooster J Coiner

Member Since:	n/a	Application Status:	Approved
MRC Volunteer Level:	Level 4	Last Modified:	06/10/2019
Medical/ESAR-VHP Level:	None	Modified By:	christopher.rini
DHP Licenses:	None	Username:	chrisrini
District:	Thomas Jefferson	Date of Birth:	08/10/2010
Phone:	(434) 972-6230		
Email:	christopher.rini@vdh.virginia.gov		
MRC Badge Issued:	n/a		

Deployments: 0
Total Alerts: 0
Available: 0
Unavailable: 0
Response Rate: 0%

VIRGINIA
medical reserve corps

2. On the Training Tab, look for your User ID. You may or may not also have a FEMA Student ID (SID). The FEMA Student ID is required for any FEMA Independent Study course, many of which are included on our training plan. You can request a new user id from the MRC coordinator. In some cases, the MRC Coordinator can replace your automatically-generated TRAIN User ID to match your VVHS user ID.

Volunteer: Rooster Coiner

Dashboard > Volunteer List > Rooster Coiner

Overview Contact Info Credentials Additional Info **Training** Deployments Summary

PDF Training Summary

Training Account Information

★ TRAIN Virginia User ID: VVHS5984040937

TRAIN Virginia MRC Assignment: Thomas Jefferson MRC

FEMA Student ID (SID) Number: #####

VDH Volunteer Start Date:

Annotations:

- Red arrow pointing to VVHS5984040937: **This is what automatically-generated TRAIN usernames look like. Sorry.**
- Red arrow pointing to #####: **Your FEMA SID will appear here**
- Red arrow pointing to the bottom right: **LINKS**

Competencies

Below is a list of the competencies and the dates you completed each:

Blood Borne Pathogens: --	CORE COMPETENCIES are listed here.	Mass Dispensing Overview: --
Blood Pressure Measurement : --		Mental Health Preparedness - Psychological First Aid: --
Certified VDH Vaccinator: --	When you complete the corresponding sections of the Online Training Plan (or have applicable in-person training), the MRC Coordinator will check off the dates you completed them.	National Incident Management System (IS 700): --
Epidemiology Investigation: --		Personal Preparedness: --
Incident Command System (IS 100): --		Shelter Operations: --

Your Training Summary, which shows any training that is recorded 1) automatically in TRAIN or 2) manually by the MRC Coordinator, will be in the section below:

Training History							
Total Trainings Completed:		75 trainings					
Total Hours:		56 hours 0 minutes					
Showing 1 to 25 of 75 entries				< 1 2 3 >			
				Show 10 25 50 entries			
Training Title	Source	Description	Start Date	End Date	Hours	Provider or District	
VDH: Protecting Confidential Information at VDH (must complete within 30 days of hire date)	TRAINVA Course	Refer to TRAIN	06/12/2019	Not Available	Not Available	Michelle Johnson	
Terrorism Security Awareness Orientation (must complete within 90 days of hire date)	TRAINVA Course	Refer to TRAIN	06/12/2019	Not Available	Not Available	Suzanne Silverstein	
VDH: New Employee HR Basics (required for classified and wage employees who started after May 1, 2013 Must complete within 30 days of start date)	TRAINVA Course	Refer to TRAIN	06/11/2019	Not Available	Not Available	Michelle Johnson	
VDH: Slips, Trips and Falls	TRAINVA Course	Refer to TRAIN	06/11/2019	Not Available	Not Available	Michelle Johnson	
VDH Virginia Freedom of Information Act (Statewide Employee Orientation Program: SEOP)	TRAINVA Course	Refer to TRAIN	06/11/2019	Not Available	Not Available	Michelle Johnson	
VDH: 2018-2019 Influenza Vaccination Overview	TRAINVA Course	Refer to TRAIN	06/07/2019	Not Available	1h 0m	Suzanne Silverstein	

If you notice that a particular training is missing, contact the MRC Coordinator!

3. Now that you know where to find your TRAIN user ID, you will need TRAIN-VA to send you a special link to allow you to log in for the first time, because you don't have a password. Even if your VVHS profile does not show a TRAIN User ID, you should still check to make sure you're not creating a duplicate account. In order to do this, you should go to <https://va.train.org/> and click the button that says "Can't Log In?" shown below.

Log In or Create Account

TRAIN Virginia

VDH VIRGINIA DEPARTMENT OF HEALTH

HOME COURSE CATALOG CALENDAR RESOURCES HELP

Search

Login Name

Password

[Can't log in?](#)

Login

☒ Keep me logged in

Create an Account

Want to add courses to TRAIN?

[Become a Course Provider](#)

[How To Create An Account](#)

VDH VIRGINIA DEPARTMENT OF HEALTH
Protecting You and Your Environment

TRAIN Virginia is a gateway into the [TRAIN Learning Network](#), the most comprehensive catalog of public health training opportunities. TRAIN is a free service for learners from the Public Health Foundation.

Through this site, you can:

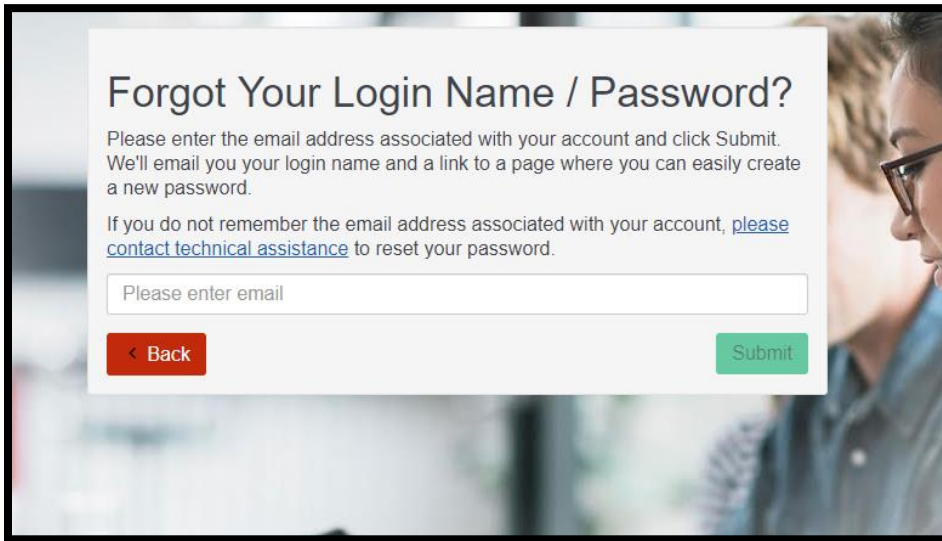
- Quickly find and register for many courses listed on Train.org and participating TRAIN affiliate sites,
- Track your learning with personal online transcripts,
- Access valuable materials, course reviews, and discussions to improve your learning experience, and
- Stay informed of the latest public health trainings for your area or expertise.

If this is your first visit, click "Create an Account" on the left menu to register for TRAIN and start learning today! If you already have an account, please enter your Login Name and Password in the text-boxes provided on the left menu and click "Login".

If you forget your password **DO NOT** create another account. Just click on the Forgot Your Login Name/Password link.

IMPORTANT to RECEIVE EMAILS from TRAIN:
Please select to receive emails from [TRAIN.org](#) when asked by the system. TRAIN communicates to you about your TRAIN Virginia account. These are not spam emails. You only receive TRAIN emails about your account, courses you are registered for and training plans that you might have. It is important for you to stay informed about your TRAIN Virginia account. Any questions? Email VA_admin@train.org.

4. Clicking "Can't Log In?" takes you to the following page, where you will need to enter the email address you used to register with the MRC so that TRAIN can send you the login link. If you are unable to remember or find the email address you used, contact the MRC Coordinator.



Forgot Your Login Name / Password?

Please enter the email address associated with your account and click Submit. We'll email you your login name and a link to a page where you can easily create a new password.

If you do not remember the email address associated with your account, [please contact technical assistance](#) to reset your password.

Please enter email

[< Back](#) [Submit](#)

APPENDIX F — USING TRAIN-VA

As an MRC volunteer, there are several training requirements that you will need to complete, in order to be 1) **prepared** and resilient in the face of an emergency or disaster, 2) **knowledgeable** about your role as an MRC member and able to **integrate** effectively into a response, 3) able to **demonstrate** the core competencies for public health emergency and disaster response, and 4) **equipped** with the specific knowledge needed to perform the tasks that may be assigned to you in a deployment.

Being able to locate, register for, complete, and track your training on TRAIN-VA is essential to your role in the MRC. When we are not responding or aiding in recovery, we need to be participating actively in training and exercises so that we know how to respond when disaster strikes.

The following guide will aid you in using train to complete and document both online and offline training in one central online account.

1. First, you will need to locate the Northwest MRC Volunteer Training Plan at https://www.train.org/virginia/training_plan/3132. Click the blue button that says "Register," and be sure to bookmark this page.

VDH: Northwest MRC Volunteer Training Plan

< Back + Register

ID 3132

The Northwest Medical Reserve Corps Volunteer Training Plan is the online component of the volunteer training plan for members of the Thomas Jefferson, Central Shenandoah, and Lord Fairfax Medical Reserve Corps Units.

The courses included are based on the Competencies for Disaster Medicine and Public Health which were adopted by the Medical Reserve Corps program at the national level in 2015. MRC volunteers who complete this training plan will be equipped with necessary knowledge, skills, and awareness to support their local health district in a public health emergency or disaster.

[Show More](#)

Name	Completed Date	Score	Hours	Status
Required Training for ALL Volunteers Courses marked with asterisk are required				
MRC Orientation Courses marked with asterisk are required				
VDH: TJHD MRC Orientation				Not Started
MRC Core Competency Training Courses marked with asterisk are required				

2. You will see that the same Core Competencies that were mentioned earlier in the handbook and referenced in the VVHS Training Tab are listed on this page. You should aim to complete these first, particularly IS-100, IS-700, one course from Disaster Behavioral Health, and one course from Emergency Preparedness for Individuals. In order to go to a course page, click on the title.

MRC Core Competency Training Courses marked with asterisk are required			▲
NIMS and ICS: A Primer for Volunteers		Not Started	
* The Evolution of Public Health Learning: Introducing t...		Not Started	
* VDH: Bloodborne Pathogens Update (OSHA) Training		Not Started	
* Mass Dispensing Overview: An SNS Perspective	1h	Not Started	
* Personal Protective Equipment (PPE)		Not Started	
VDH Measuring Blood Pressure in the 21st Century		Not Started	
* Introduction to Bioterrorism Agents	0.35h	Not Started	
REQUIRED FOR MRC DEPLOYMENT ALL courses out of this section are required			▲
IS - 100 Only one course out of this section is required			▲
IS-100.C: Introduction to the Incident Command Sys...		Not Started	
VDH: IS-100: Prior or Outside VDH Completion		Not Started	
IS - 700 Only one course out of this section is required			▲
IS-700.B: An Introduction to the National Incident Ma...		Not Started	
VDH: IS-700: Prior or Outside VDH Completion of NI...		Not Started	

Disaster Behavioral Health Only one course out of this section is required ▲		
Skills for Psychological Recovery		Not Started
Psychological First Aid (PFA) Online		Not Started
Introduction to Mental Health Preparedness	0.3h	Not Started
Emergency Preparedness for Individuals Only one course out of this section is required ▲		
IS-909 - Community Preparedness: Implementing Si...		Not Started
Disaster Plan and Kit Basics		Not Started
Animal Emergency Preparedness(1025307)		Not Started
Personal Emergency Preparedness: Planning for the...		Not Started
Assisting Populations with Specific Needs Courses marked with asterisk are required ▲		
* Cultural Sensitivity Considerations in Emergency Pr...	2h	Not Started
* Caring for Older Adults in Disasters: A Curriculum f...		Not Started
* VDH: Assisting Individuals with Access and Functio...		Not Started
Disability and Disaster		Not Started
A Shelter Story: Integrating Functional Needs Support ...		Not Started
* Safety and Respect for All: Providing a Supportive ...	1h	Not Started

3. The Shelter Support and Epidemiology competencies are critically important if you are interested in volunteering in some of the most likely public health emergencies. In order to complete the Epidemiology section and be eligible for the EPI Strike Team, you will need to complete all 5 courses. *Note: courses listed in this manual are subject to change due to expiration, and new courses may be added in the future.*

Shelter Operations Courses marked with asterisk are required			▲
* VDH: American Red Cross Shelter Fundamentals		Not Started	
* Medical Needs Sheltering	2h	Not Started	
* Medical Needs Shelter (MNS) Overview		Not Started	
Medical Needs Shelter (MNS) for the Primary Care Pr...		Not Started	
Medical Needs Shelter (MNS) Non-Medical Volunteer ...		Not Started	
* VDH: American Red Cross Serving People with Fun...		Not Started	
Northwest VA MRC Epi Strike Team Online Training ALL courses out of this section are required			▲
What is Epidemiology in Public Health?		Not Started	
Introduction to Public Health Surveillance		Not Started	
Basic Infectious Disease Concepts in Epidemiology		Not Started	
Laboratory Diagnosis: An Overview (FOCUS, Volume ...	0.4h	Not Started	
Risk and Crisis Communication (I is for Investigation, ...	0.4h	Not Started	

4. There is also a selection of Advanced Training and Electives. Completing IS-200 and IS-800 are required in order to advance from MRC Level 2 to Level 1. The electives are courses that are generally recommended, but not as high priority as the core competency-related trainings.

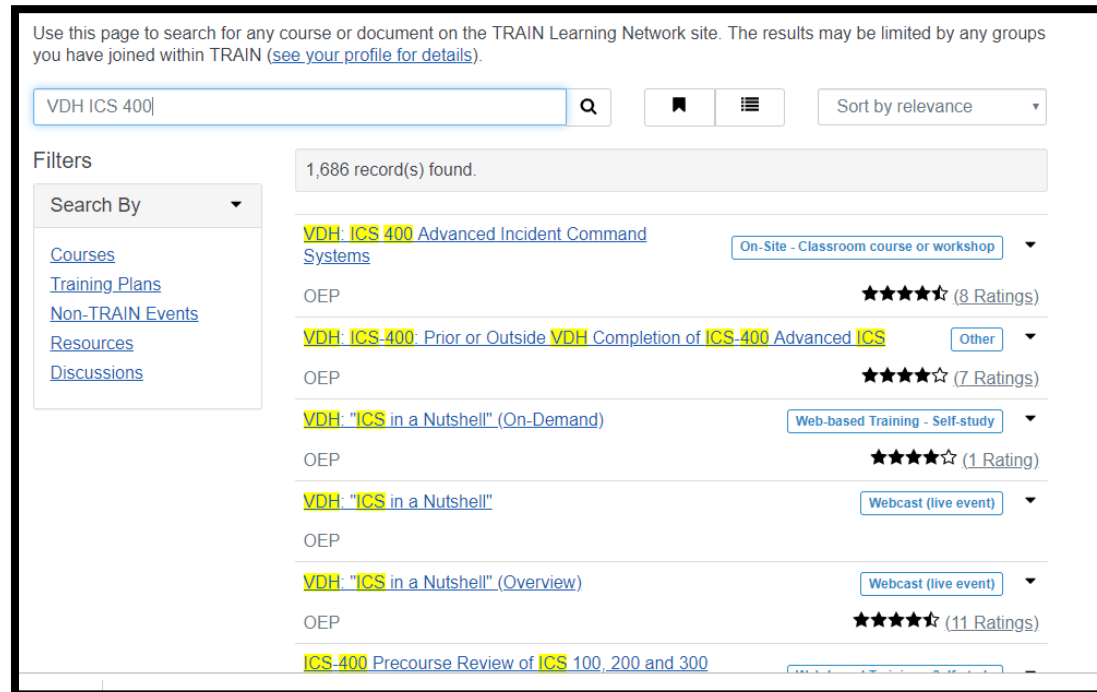
MRC Advanced Training <small>Courses marked with asterisk are required</small>		
Violence Prevention/De-Escalation of Emotionally Charg...	1h	Not Started
IS 200 (Complete online or upload prior certificate) <small>Only one course out of this section is required</small>		
ICS-200: Basic NIMS ICS for Operational First Respon...		Not Started
* IS-200.C: Basic Incident Command System for Initia...	4h	Not Started
VDH: IS 200: Prior or Outside VDH Completion		Not Started
IS 800 (complete online or upload prior certificate) <small>Only one course out of this section is required</small>		
* IS-800.C: National Response Framework, an Introd...		Not Started
Elective Courses (for clinical volunteers) <small>Courses marked with asterisk are required</small>		
Workplace Violence Prevention for Nurses		Not Started
Nurses on the Front Line: Preparing for and Responding to...		Not Started
Vaccinator Training Requirements 2018-19 <small>Courses marked with asterisk are required</small>		
VDH: Immunizations Updates for the EMS Community	0.75h	Not Started
VDH: Influenza- MMWR: August 24, 2018		Not Started
VDH - Immunization Techniques for Nurses		Not Started

Note: Vaccinator Training is required annually for any clinical volunteers who want to dispense vaccines during POD exercises or real events.

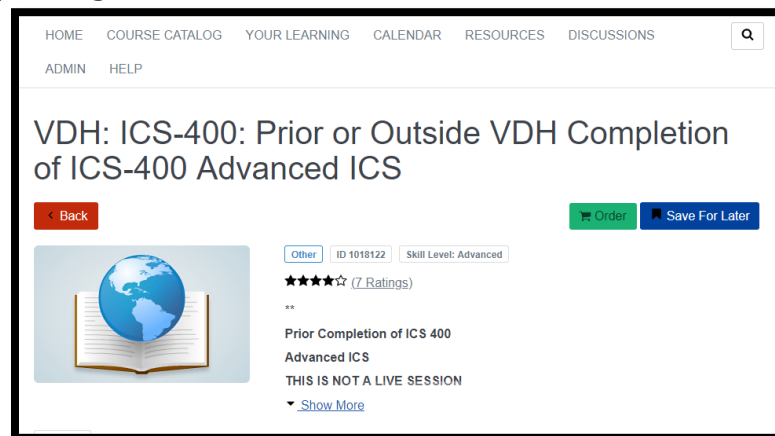
Elective Courses (all volunteers) <small>Courses marked with asterisk are required</small>		
General Elective Courses <small>Courses marked with asterisk are required</small>		
VDH: Public Health Outreach Education for MRC		Not Started
* ABC's of Pandemic Influenza	0.3h	Not Started
VDH: Environmental Health Training for MRC (archived v...		Not Started
* VDH: VDH's Role in Emergency Response		Not Started
IS-907 - Active Shooter: What You Can Do	1h	Not Started
Communicating Around Mass Trauma: Implications for P...		Not Started
VDH: An Introduction to Nuclear and Radiological Events...		Not Started

5. It's great to have all of these courses curated in one central location, but you may have already completed some of these courses outside of TRAIN-VA, such as ICS and/or NIMS. If you have certificates from previous training, you can upload a digital copy of your certificate using the following process.

First, search for the course with the course title (and the keywords "prior" + "outside"), or find it on your Training Plan.





6. Then, click on the title of the corresponding course.



7. You may need to actually request permission to be added to the course. It doesn't hurt to attach your certificate with the request.

provider. After completing this form, an email will be sent to the course provider. If you have chosen this option by mistake, click on "Cancel" button to return to previous page.


To: 


 betsy.marchant@vdh.virginia.gov

From:



Subject:

Body:
 I would like to receive registration information for your course titled "VDH: ICS-400: Prior or Outside VDH Completion of ICS-400 Advanced ICS".
 I have already completed the course and have attached my certificate.
 Please forward the requested information to:
 Christopher Rini

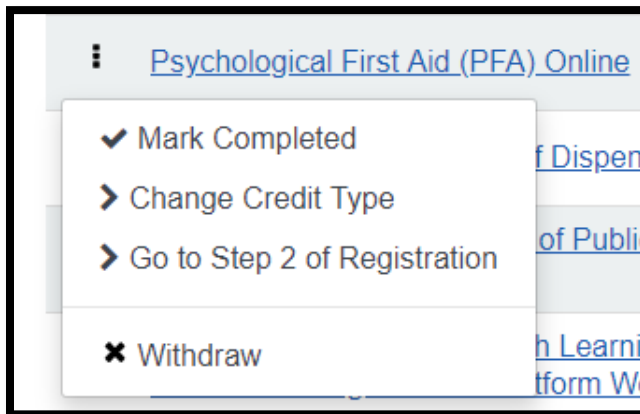
Attachment: 2.98 MB 

 Drop file here or *click to upload*

File size should not exceed 10 Mb.

8. Once you have submitted the request, go back to your homepage and click on “Your Learning,” then click the “Your Current Courses” tab. The course can be found by listing the courses in alphabetical order. Click on the three dots next to the course title and then click “Mark Completed.” This moves the course to the “completed” status in your transcript.



(I had to use a different course for this example. Pretend it's ICS 400.)

9. Next, go to the “Your Transcript” tab. The course will be on your transcript.

HOME

COURSE CATALOG

YOUR LEARNING

CALENDAR

RESOURCES

DISCUSSIONS

ADMIN

HELP

Q

This page contains relevant information about your coursework on the TRAIN Learning Network site. Check your current status within courses and training plans, print certificates, or access your transcript.

Your Current Courses

Your Training Plans

Your Certificates

Your Transcript

Download transcript

+ Add an external record

Show withdrawn courses

Title	Status	Completed Date ^	Score	Credit Type	Format
IS-100.b - Introduction to Incident Command	Completed	Dec 30, 2014		0.30 / CEU/CE	External Con...
IS-700.a - Introduction to the National	Completed	Jan 5, 2015		0.30 / CEU/CE	External Con...
VDH: Basic Level Public Health	Completed	Jan 9, 2015			Blended Lear...
VDH: VDH's Role in Emergency Response	Completed	Jan 9, 2015	100%		SCORM Cou...
IS-200.b - ICS for Single Resources and	Completed	Jan 9, 2015		0.30 / CEU/CE	External Con...
VDH: New Employee HR Basics (required)	Completed	Jan 19, 2015			SCORM Cou...
VDH: Overview of the Virginia Department of Health	Completed	Jan 20, 2015			SCORM Cou...

10. Click "Completed Date" to bring the earliest date to the top. Then, click on the clock icon next to the title of the desired course. A window will pop up. Click the three dots on the left again, and then click "Upload External Certificate." Once you've selected and uploaded your certificate, contact the MRC coordinator so that they can access the certificate and verify that you completed the training.

History: VDH: ICS-400: Prior or Outside VDH Completion of ICS-400 Advanced ICS

Registration Date	Completed Date	Score	Credit Type	Status
Jun 12, 2019	Jun 12, 2019			Completed: Not Verified

Title	Status	Completed Date	Score	Credit Type	Format
VDH: ICS-400: Prior or Outside VDH	Completed: Not Verified	Jun 12, 2019			Physical Media
HHS/ASPR Access and Functional Needs	Completed	May 3, 2019	100%		SCORM Cou...
VDH: TJHD Staff Day	Completed	Apr 26, 2019			Live Event (I...
VDH: MRC State Meetings	Completed	Apr 2, 2019			Live Event (I...
Virginia Public Health & Healthcare	Completed	Mar 20, 2019			Live Event (I...

11. Alternatively, you can follow these steps to upload miscellaneous certificates to TRAIN-VA. This isn't as good an option as completing the course on your Training Plan or your transcript, but it at least allows the certificate to be added to TRAIN, where the MRC Coordinator can find it. First, you have to create the course by going to "Your Transcript" and clicking "Add an external record."

Cancel
Save

→ Add external course
(Fields marked below are required)

Title

About

Course url

Course provider name

Course format

Credit type

Credit amount

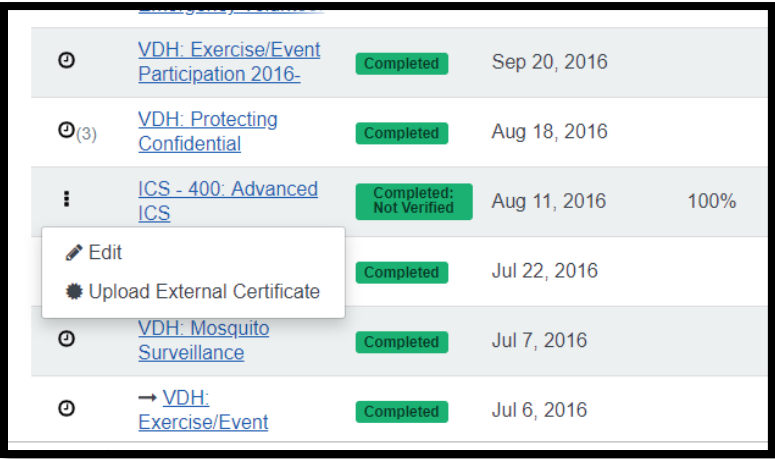
Course contact

12. The course then appears on your Transcript, under the title and date you gave it.

The screenshot shows the TRAIN Virginia interface with the 'YOUR LEARNING' tab selected. A list of courses is displayed, each with a status indicator (green 'Completed' or red 'Completed: Not Verified'). The course 'ICS - 400: Advanced ICS' is highlighted with a red circle, and its status 'Completed: Not Verified' and 'User Added: ...' are also circled in red.

Course Title	Status	Date	Progress	Hours	Event Type
the Context of Public	Completed	Jan 19, 2017	0.92 / Certificate ...	External Con...	
Outbreak Investigations	Completed	Jan 19, 2017	0.92 / Certificate ...	External Con...	
Interviewing Techniques (Medical)	Completed	Jan 19, 2017	0.92 / Certificate ...	External Con...	
Introduction to Epidemiology (Medical)	Completed	Jan 17, 2017		External Con...	
VDH - Prepare: De-Escalation Training	Completed	Nov 15, 2016		Live Event (I...	
VDH MRC - Emergency Volunteer	Completed	Sep 28, 2016		External Con...	
VDH: Exercise/Event Participation 2016-	Completed	Sep 20, 2016		Exercise	
VDH: Protecting Confidential	Completed	Aug 18, 2016		SCORM Cou...	
ICS - 400: Advanced ICS	Completed: Not Verified	Aug 11, 2016	100% 14 / Contact Hours	User Added: ...	
VDH: VHASS, Event Notification, and	Completed	Jul 22, 2016		Live Event (I...	
VDH: Mosquito Surveillance	Completed	Jul 7, 2016		Live Event (I...	
VDH: Exercise/Event	Completed	Jul 6, 2016		Exercise	

13.Next, click on the three dots to upload your certificate.



The screenshot shows the 'Add External Certificate' form. It has a 'Close' button, a 'Save' button, and a title input field. Below the title field is a large area for uploading a file, with the text 'Drop your file here or click to upload'.

14.Once you're done, click save. Congratulations! You added a certificate to your transcript.

The screenshot shows the 'Add External Certificate' form after a file has been uploaded. The title field now contains 'ICS - 400: Advanced ICS'. A green progress bar at the bottom indicates 100% completion. The file name 'Rini_ICs_400_Cert.pdf' is shown, along with its size (2.98 MB) and type (application/pdf). There is an 'Upload New File' button.

15. Now you can access your certificate under "Your Certificates" any time you need to.






TRAIN Virginia **VDH VIRGINIA DEPARTMENT OF HEALTH**

HOME COURSE CATALOG **YOUR LEARNING** CALENDAR RESOURCES DISCUSSIONS

ADMIN HELP

This page contains relevant information about your coursework on the TRAIN Learning Network site. Check your current status within courses and training plans, print certificates, or access your transcript.

Your Current Courses Your Training Plans **Your Certificates** Your Transcript

Name ^	Completed Date	Score
 Commonwealth of Virginia Terrorism Awareness Training (Preferred Course -...	Jan 28, 2015	100%
 ICS - 400: Advanced ICS	Aug 11, 2016	100%
 Interviewing Techniques (Medical Reserve Corps Training, Module 3)	Jan 19, 2017	
 Introduction to Epidemiology (Medical Reserve Corps Training, Module 1)	Jan 17, 2017	
 IS 100.b - Introduction to Incident Command System	Dec 30, 2014	

Click on this icon to download your certificate any time you need it!

Questions? Email us at northwest@vamrc.org